

**DIVISION OF LICENSING PROGRAMS
DEPARTMENT OF SOCIAL SERVICES**

**APPLICATION FOR LICENSE FOR
CHILD-PLACING AGENCIES**

DATE: _____ ☐ NEW ☐ RENEWAL (check one)

AGENCY: _____ Telephone #: () _____

Fax # : () _____

Virginia Office Address: _____ E-Mail: _____

Virginia Office Contact: _____

Mailing Address, if different: _____

Website Address: _____

Executive Director: _____

SPONSORSHIP (check one): Name of Sponsoring Organization: _____

Unincorporated
Corporation: Not-For-Profit ☐ For Profit: ☐ Association ☐ Partnership ☐ Individual ☐

LICENSE REQUESTED FOR: (Check all that apply)

☐ Number of children (to be served at any one time)

☐ Males & Females ☐ Males Only ☐ Females Only ☐ Minimum Age Accepted ☐ Maximum Age Accepted

☐ Foster Care ☐ Treatment Foster Care ☐ Independent Living Placement

Adoption, please specify: ☐ Domestic ☐ Parental Placement ☐ Intercountry Placement

STAFF: Per the requirements of section 63.2-1720, Title 63.2 of the *Code of Virginia*, list all staff employed and volunteering in the child-placing program. (In addition to executive, administrative, supervisory, and child-placing staff, this list should include but is not limited to student interns, trainees, mentors, transporters, recruiters, trainers, clerical support, etc. Please include full-time, part-time, and contract workers).

NAME	OFFICE LOCATION	POSITION	HOURS & DAYS OF WORK PER WEEK	DATE OF EMPLOYMENT

IN MAKING THIS APPLICATION, I STATE THAT:

1. I am in receipt of and have read a copy of the 1989 Minimum Standards for Licensed Child-Placing Agencies, 22VAC 40-130-10 et seq, and other applicable regulations and statutes.
2. I certify that it is my intent to comply with the aforementioned regulations and statutes and to remain in compliance with them if I am so licensed.
3. I grant permission to the Department of Social Services and its authorized agents to make all necessary investigation of the circumstances surrounding this application and any statement made herein, including financial status, inspection of the facility and review of records. I understand that, following licensure, authorized agents of the Department will make announced and unannounced visits to the facility to determine its compliance with standards and to investigate any complaints received.
4. I understand that an application for a license is subject to either issuance or denial. In the event of denial, it is understood that I have the right to appeal which is explained in the General Procedures and Information for Licensure.
5. I am aware that it is a misdemeanor for any person to operate a child-placing agency defined in Section 63.2-100, Code of Virginia, without a license.
6. To the best of my knowledge and belief, all information I have given to the Department of Social Services and its authorized agents during this application process and during any pre-application conference is true and correct. I will supply true and correct information requested during all subsequent investigations.

Signature of Board President, Executive Director or Designee: _____

Date: _____

Return Application to:

**Child Welfare Licensing Unit
Division of Licensing Programs
Department of Social Services
7 N. Eighth Street
Richmond, Virginia 23219**

NEW APPLICATIONS FOR LICENSED CHILD-PLACING AGENCIES
REQUIRED ATTACHMENTS

- A. The agency's document of sponsorship:
1. Incorporated agencies based in Virginia must attach a copy of their certificate of incorporation. Out-of-state agencies must attach a copy of their certificate of authority to transact business in the Commonwealth.

A copy of the agency's charter must be attached. It must specify that the purpose of the corporation includes the operation of a child-placing agency.
 2. Unincorporated associations must attach a copy of their constitution or by-laws which specify that the purpose of the association includes the operation of a child-placing agency.
 3. Partnerships must attach a copy of their articles of partnership which shall include the operation of a child-placing agency.
- Note: A document of sponsorship is not required for an agency sponsored by an individual who is the licensee.
- B. A list of board members, with their addresses, if the agency has a board. Please designate officers.
- C. Delegation of responsibility by the licensee for the administration of the agency to the Executive Director, per 22 VAC 40-130-190.C.1.
- D. Designation of individual to serve in the absence of the Executive Director, per VAC 40-130-190.C.4.
- E. The plan of financing including:
1. a balance sheet listing current assets and liabilities; and
 2. the agency's projected budget listing expected income and expenses for one year.
- F. A copy of the agency's fee schedule for each Child Placing Agency program including a description of the services covered by the fees and the agency's refund policy, if any.
- G. If applicable, a foster care program statement as required by standards, a treatment foster care program statement as required by standards, an adoption program statement as required by standards, and an independent living placement program statement.
- H. A description of the duties and responsibilities of each job classification.
- I. Samples of all agency forms.
- J. Work and educational requirements for each staff position, i.e., resumes.
- K. The names and addresses of three references each, for the following: the Executive Director, the officers of the board of incorporated and unincorporated agencies, partners of a partnership and for an individual who is the agency sponsor. The references must be unrelated to the individual and able to attest to his or her character and reputation. The Department of Social Services will generate the letters of inquiry to the named references.
- L. Address, telephone number and written directions to each Virginia office.
- M. Hours of operation for each Virginia office.
- N. Application fee: _____ amount enclosed. (\$70.00 annual fee).

RENEWAL APPLICATIONS
REQUIRED ATTACHMENTS FOR LICENSED CHILD-PLACING AGENCIES

- A. A list of current board members with their addresses if the agency has a board. Please designate officers.
- B. Designation of individual to act in the absence of the Executive Director, per 22 VAC 40-130-190.C.4
- C. Financial information:

- 1. A copy of the most recent auditor's report.
- 2. A balance sheet listing current assets and liabilities.

Note: For agencies licensed in other states, submit only information pertaining to the Virginia office for items 3 and 4 below.

- 3. A statement for the last complete fiscal year, showing actual income and expenditures.
- 4. A budget detailing income and expenditures.
 - a. For the current fiscal year if the agency is less than six months into its current year;
 - b. For the next fiscal year if agency is more than six months into its current year.

Note: If the agency is more than three months into its current fiscal year, the latest quarterly statement of income and expenditures is requested.

- D. Job descriptions added or changed, per 22 VAC 40-130-170.B.
- E. Samples of any new forms or revised forms.
- F. A report of major changes in programs or facilities during the past year or contemplated for the coming year. Include copies of revisions to program statements and policies and procedures.
- G. If the previous license was provisional, a statement showing which requirements listed as conditions of the provisional license were met and, if any were not met, the plan for meeting them.
- H. A copy of the agency's fee schedule for each child placing agency program including a description of the services covered by the fees and the agency's refund policy, if any.

If there has been no change, a copy need not be attached but there should be a statement saying there has been no change.

- I. Statistical information form covering the agency's operation during the last year of the current licensing period. (You may give it to the Licensing Representative during the renewal study.)
- J. Address, telephone number and written directions to each Virginia office.
- K. Hours of operation for each Virginia office.
- L. Application fee: _____ amount enclosed. (\$70.00 annual fee).